

# Designated Filer Quick Reference Guide

Last Updated 10/03/16

## Need help?

For *all issues* with e-filing, call or email:

<b>E-Services</b>	<a href="mailto:Eservices@jud.ct.gov">Eservices@jud.ct.gov</a>
<b>E-Services Helpline</b>	(866) 765-4452
<b>Alice Mastrony</b>	<a href="mailto:Alice.Mastrony@jud.ct.gov">Alice.Mastrony@jud.ct.gov</a>
Work	(860) 706-5321
Cell	(860) 573-6413

## WHAT IS A DESIGNATED FILER?

Designated filers are individuals authorized by attorneys and law firms to file case initiation documents on their behalf.

Attorneys registered with the Statewide Grievance Committee, and law firms that have obtained a law firm juris number, may designate filers. Designated filers may either pay for cases for which they have entered information into the e-filing system or leave the cases in the shopping cart to be paid for by the attorney or firm.

A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically with the Superior Court on behalf of the attorney or law firm.

**Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.**

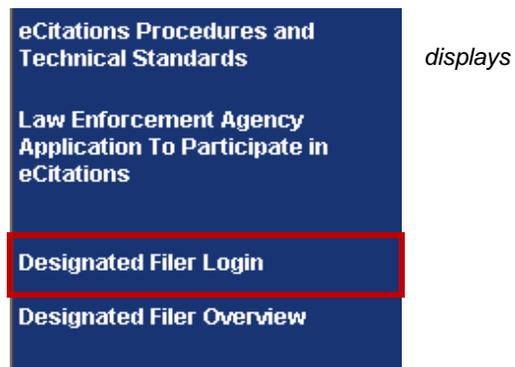
## ACTIVATE A DESIGNATED FILER ACCOUNT

After submitting the application, the attorney or firm will receive a system-generated password and UserID for you, the designated filer. The attorney or firm will provide that password and UserID to you. When you first log in, you will be required to change the system-generated password to a password of your choosing. The password you create must contain 8-10 characters, including at least one number (0-9), but it cannot contain special characters, such as #, @ or %.

**Note:** *If the initial system-generated password is lost or misplaced before you activate the account, the attorney or firm will be able to replace it. Please contact the attorney or firm who originally set up your Designated Filer account.*

## ACTIVATE A DESIGNATED FILER ACCOUNT

1. Go to <http://jud.ct.gov>
2. Click on **E-Services**, the *E-Services Welcome page*
3. Click **Log-In** below **Already Enrolled?**
4. Select **Designated Filer Login** from the left menu
5. Type the **User ID** in the *User ID* box (shown below)



6. Type the system-generated **Password** in the *Password* box (shown above)
7. Complete or update the information on the *Designated Filer Account Activation* screen

**Note:** *A red asterisk marks **all** required fields.*



8. Review the User Agreement and, if you agree to the terms, select the *I Agree* check box
9. Click **Submit** button to activate the Designated Filer Account

## THE DESIGNATED FILER OPTIONS

<b>Civil / Family Menu</b> Case Filing Options E-File a New Case Shopping Cart E-Filed Items Search Options By Docket Number By Party Name Attorney/Firm Look-up Authorized juris number(s) Case List Designated Filer Option Maintain Account	Designated Filer: JOHN HARRINGTON <span style="float: right;">E-Mail: ALICE.MASTRONY@JUD.CT.GOV <a href="#">Logout</a></span> Designated filers are individuals authorized by attorneys and law firms to file case initiation documents on their behalf. A designated filer may file documents to initiate cases for the case types <a href="#">defined here</a> . Select <b>E-File a New Case</b> from the menu on the left side of this page to begin the case initiation process. To look up a case, select one of the Search Options from the menu on the left side of the page. To review and update your account information, select <b>Maintain Account</b> from the Designated Filer Option. For questions, comments or suggestions <a href="#">CONTACT US</a> <a href="#">Disclaimer</a> <b>My Authorized Juris Numbers:</b> <span style="float: right;"><b>My Status:</b> Active</span> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Juris Number</th> <th style="width: 45%;">Attorney/Firm Name</th> <th style="width: 40%;">Contact Info</th> <th style="width: 5%;">Shopping Cart</th> </tr> </thead> <tbody> <tr> <td>101751</td> <td>ALICE HARRINGTON MASTRONY STATE OF CONNECTICUT 90 WASHINGTON STREET HARTFORD, CT 06106</td> <td><b>E-Mail:</b> ALICE.MASTRONY@JUD.CT.GOV <b>Phone:</b> (203) 259-9601</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Juris Number	Attorney/Firm Name	Contact Info	Shopping Cart	101751	ALICE HARRINGTON MASTRONY STATE OF CONNECTICUT 90 WASHINGTON STREET HARTFORD, CT 06106	<b>E-Mail:</b> ALICE.MASTRONY@JUD.CT.GOV <b>Phone:</b> (203) 259-9601	0
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The following options are available on the Designated Filer home page: *Civil/Family Menu*, *Case Filing Options*, *Search Options* and *Designated Filer Option*. Information on each option is shown in the chart below.

MENU ITEM	USE
<b>Civil/Family</b>	Allows you to return to the <b>Designated Filer home page</b> from any screen.
<b>CASE FILING OPTIONS</b>	
<b>E-File a New Case</b>	Allows you to initiate a new case on behalf of an attorney or firm. E-filing is available for initiating cases in almost all civil case types, in many family case types and in housing case types except Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30) and Housing – Audita Querela/Injunction (H40). Certain civil case types are not efilable, including Asset Forfeiture cases (P 30), Habeas Corpus (M 30), Foreign Civil Judgments – C.G.S. 52-604 & C.G.S. 50a-30 (M 80) and Foreign Protective Orders (M 84). Cases that include prejudgment remedy documents, eminent domain cases (E) and Small Claims Transfer to Regular Docket (M 83) matters cannot be initiated electronically. Information on e-filable cases can be found on the <a href="#">E-Services Welcome Page</a> under the <a href="#">Getting Started</a> tab. A tutorial for designated filers on e-filing a new case is available under the <a href="#">How Do I?</a> tab on the <a href="#">E-Services Welcome Page</a> .
<b>Shopping Cart</b>	Allows you, or the attorney or firm for whom you are filing, to pay for and file selected new cases. You can also leave items in the shopping cart and add additional items by clicking <b>Return to Civil/Family Menu</b> .  If you or the attorney or law firm for whom you are filing the cases does not pay for the items in the <i>Shopping Cart</i> , they will remain in the shopping cart for <b>56 calendar days</b> . You, or the attorney or law firm for whom you are filing, may delete them, or pay for and file them, at any time during that period. After 56 days, the items will be removed automatically.
<b>E-Filed Items</b>	Allows you to view a list of items that you have e-filed on behalf of the authorized juris number. You can review filings made for a period from one to thirty days at one time.
<b>SEARCH OPTIONS</b>	
<b>By Docket Number</b>	Allows you to look up a case by docket number
<b>By Party Name</b>	Allows you to look up a case by party name
<b>Attorney/Firm Look-up</b>	Allows you to search for firms or attorneys by juris number or by the attorney's last name or the firm name.
<b>Authorized juris number(s) Case List</b>	Allows you to search for a case(s) from a list of cases for an authorized juris number, which is the juris number of an attorney or firm for which you are an authorized Designated Filer.
<b>DESIGNATED FILER OPTION</b>	
<b>Maintain Account</b>	Allows you to review and update your account information, including your phone number, email address, password, and Secret Question and Answer.
<b>Log Out</b>	Allows you to <b>log out</b> of the Designated Filer site.